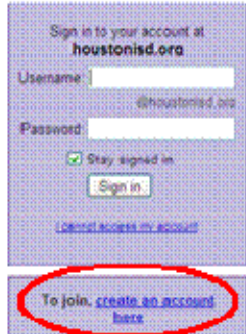


Below are the directions for setting up your HISD Google account and your own wiki. Please do this prior to the session on Tuesday so we can work on learning how to use these great tools. Thanks, Marty.

To set up your HISD Google account.



Create and share your work

Welcome to houstonisd.org doc powered by Google. Get started with existing documents. The familiar sharing tools make it easy to collaborate.

- **Keep your documents safe**
It's easy to make sure you have your files anytime. When we'll keep a record so you when.
- **Edit your documents as you need**
All you need is a Web browser. All your documents are stored securely online. Distribute them as attachments or in the format that you need.
- **Share changes in real-time**
All your documents are stored securely online. Distribute them as attachments or in the format that you need.

Go to <http://docs.google.com/a/houstonisd.org>

Click on Create an account here.

Use your HISD username

They will send you an email to your HISD email account. This verifies you are an HISD employee.

You will need to click on the link in the email to complete your account setup.

To set up your wikispace:

Go to the education site to ensure your site will be ad-free.

<http://www.wikispaces.com/site/for/teachers>



- Fill out the information on the wikispaces page----Choose a Wiki Name and make sure you check the box that it will be used for K-12 Education under Educational Use. The wiki name becomes part of the URL address so don't use spaces or capital letters. Keep it simple. If the wiki name is houstonmath, then the URL address is <http://houstonmath.wikispaces.com>
- Wiki Permissions –
 - Public Account allows the whole world to make edit your pages.
 - Select Protected if you only want members of the wiki i.e. your students, to make edits. If protected, the whole world can see the wiki, but only members can edit.
 - Select Private if you only want your class (and people you give the URL to) to be able to view the wiki.
- Click Create
- Now you can see your new wiki.

Reminder

Be sure to write down the URL address of your wiki when you are create it.